

**VILLAGE OF WOODSTOCK
BOARD OF VILLAGE TRUSTEES
September 12, 2017
7:00 P. M.
Woodstock Town Hall
REGULAR MEETING
DRAFT MINUTES**

DRAFT-Subject to approval

Present: Jeffrey Kahn, Serena Nelson, Ward Goodenough, Cary Agin, Keri Cole, Phil Swanson and Lynn Beach.
Others Present: Michelle Fountain, Elizabeth Finlayson, Sue Tomlet, Don Wheeler, Chief Blish, Sally Miller, Jill M. Davies, Mary MacVey, Barbara Barry, Jack Rossi, and Macy Lawrence

I. CALL TO ORDER

Chairman Kahn called the meeting to order at 7:01PM.

II. CITIZEN COMMENTS

None

III. ADDITIONS TO AND DELETIONS FROM THE POSTED AGENDA

None

IV. PUBLIC HEARING-VILLAGE ZONING REGULATION AMENDMENT

a) Section 109; Definitions-Bed & Breakfast

Ms. Sally Miller, Planning Commission Chair, requested approval to amend Section 109 of the Village Zoning Regulations, and to remove the phrase “and involving not more than one employee” from the Bed & Breakfast Definitions. This request came about as a request by a Bed & Breakfast owner whose business model required the change.

MOTION by Ms. Nelson to remove the phrase “and involving not more than one employee” from Section 109; Definition, Bed & Breakfast, in the Woodstock Village Zoning Regulations.

SECONDED by Mr. Agin

DISCUSSION None

VOTE 5-0-0, Passed.

V. REQUESTS FOR PERMITS

a) Use of Public Streets

1) Veteran’s Day Parade 2017

Mrs. Susan Tomlet, is requesting the approval of the annual Veteran’s Day Parade. There are no changes to the parade or route from previous years.

2) Memorial Day Parade 2018

Mrs. Susan Tomlet, is requesting the approval of the annual Memorial Day Parade for 2018. There are no changes to the parade or route from previous years.

MOTION by Ms. Nelson to approve the requests for the 2017 Veteran’s Day Parade and the 2018 Memorial Day Parade as presented.

SECONDED Mr. Goodenough

DISCUSSION None

VOTE 5-0-0, Passed.

3) Wassail Parade

Ms. Elizabeth Finlayson, stated that the 2017 Wassail Parade will occur on December 9th, beginning at 2PM. The route will not change, both starting and ending at the East End Park. She will work with Chief Blish for arrangements.

MOTION by Mr. Agin to approve the 2017 Wassail Parade on December 9, 2017, as presented.

SECONDED by Ms. Nelson/Ms. Cole

DISCUSSION None

VOTE 5-0-0, Passed

09122017VillageTrusteeMtgMin

b) Use of the Green

1) Change the World Kids-Great Green Grilled Cheese Event

Two representatives from the Change the World Kids are requesting approval to hold the Great Green Grilled Cheese event on September 23, 2017 from 9:30AM -3:30PM. They have received permission from Pentangle Arts to hold this event in conjunction with their Light Garden event.

MOTION by Ms. Cole to approve the Great Green Grilled Cheese Event on the Green on Saturday, September 23, 2017, as presented.

SECONDED by Ms. Nelson

DISCUSSION None

VOTE 5-0-0, Passed.

2) Wassail Event

Ms. Elizabeth Finlayson requested permission to use the Green from 8:30AM (setup) to 6PM for Wassail Events, which would include the sale of food and Wassail (alcoholic beverage) in a roped off area. Ms. Finlayson stated that the Woodstock Inn would serve the food and Wassail.

MOTION by Mr. Agin to approve the request for Wassail Events on the Green on Saturday, December 9, 2017, as presented.

SECONDED by Ms. Nelson

DISCUSSION None

VOTE 5-0-0, Passed.

a) Use of the Sidewalk

1) Bentley's Block

Mr. Swanson presented the request from the owners of the Bentley Block to repair the façade which needs immediate attention. He stated that in discussion with Chief Blish, the best and safest scenario would require covered scaffolding and utilizing three parking spaces. The proposed start date would be the week after Columbus Day.

MOTION by Mr. Agin to approve the Use of the Sidewalk permit for Matt Seiple, Property Manager of Bentley's, to repair the façade during the week following the week of Columbus Day, with the condition that there if there is enough clearance for safe pedestrian travel on the sidewalk, no parking spaces will be utilized.

SECONDED by Ms. Nelson

DISCUSSION None

VOTE 5-0-0, Passed.

VI. POLICE CHIEF'S REPORT

Chief Blish presented his report to the Board:

- Over Labor Day weekend, a successful Checkpoint was conducted for DUI (Governor's Highway Safety Program)
- Police Department is conducting donations for Hurricanes Harvey and Irma
- Thefts from unlocked automobiles have been occurring. Residents are urged to lock their automobiles.
- School is back in session-use caution
- Coffee with Chief at Soulfully Good Café on September 29, 2017.
- IPS representative paid a visit to Woodstock recently-18 parking meters were sent back after attempted trouble shooting of problems.

VII. VILLAGE MANAGER'S REPORT

a) Village Financial Report

The Board reviewed the Financial Report.

b) Adams Family Trust

Mr. Swanson stated that the Adams Family Trust money had been received in the amount of \$6,355.48, and then gave the background of the Trust. Several years ago the Trustees declined to accept a gift of \$5,000 to be held in Trust, with interest allowed to be spent on planting new trees, because the terms were too onerous. The family devised a solution, which allowed the Village to receive the gift, allowing for Village beautification purposes.

The Board expressed their gratitude for the generous gift from the Adams family.

c) Safe Routes to School Update

The project is complete. The Board stated they were quite pleased with the results.

d) Bus Parking Signage

Mr. Swanson stated that historically, tour buses were allowed to park in what was once the Snow Dump (off Pleasant Street). This area has now become a very nice park (East End Park). The Woodstock Inn is allowing use of a large dirt parking area on Route 106, south of the Woodstock Recreation Center, for future parking of the buses.

Ms. Finlayson, Director of the Woodstock Area Chamber of Commerce, stated that she is concerned about the bus drivers parking so far outside of the Village without convenient services for food, drink and facilities.

Ms. Miller stated that one advantage to the proposed parking area is not having the buses drive back and forth through the Village.

e) Elms on the Green-Don Wheeler

Mr. Don Wheeler, Tree Warden, discussed the status of elm and other tree varieties on the Green. He supplied the Board with a status report and tree plan for the Green. Mr. Wheeler stated that in order to properly care and manage the Village trees, more money is needed in the budget. Mr. Wheeler stated a general maintenance program could use \$10,000.

Mr. Kahn opined that the Economic Development Commission may be a place for possible funding for new trees and that the Trustees will look at their budget for future budget planning for general tree maintenance.

f) Status of Street Sweeper

Mr. Swanson provided an equipment update on the 10-year old street sweeper. The sweeper has electrical issues which contributed to it being out of use for several weeks this summer. The electrical problem was difficult to diagnose and may not be able to be fixed until the machine finally fails.

g) Post Office Bridge Update

The Post Office Bridge bid has been placed for notice by the State. The bridge is slated for deck and rail replacement in April 2018.

VIII. OLD BUSINESS

a) Discussion of sidewalk at 23 Mountain Avenue (Following Site Walk at 6:30PM)

Mr. Kahn stated that a site walk was conducted at 6:30PM. Mr. Jim Mills, representative for the property owner at 23 Mountain Avenue, advised that the sewer line at 23 Mountain Avenue was replaced, which entailed the excavation of the existing sidewalk. This sidewalk ends at the western boundary to this property. Mr. Mills stated that the owner would like the Board to consider a request for her to not replace the sidewalk, as it leads nowhere. The owner is in favor of paying for a new sidewalk on her property if and when the abutters' sidewalk is created which then would continue to Faulkner Park.

Mr. Kahn stated that the Village Excavation Permit Mr. Mills pulled, required that the sidewalk be replaced.

Mr. Mills stated that the owner now wants to discontinue the sidewalk.

MOTION by Mr. Goodenough to require Ms. Crothers replace the existing sidewalk in front of 23 Mountain Avenue, as per the permit and to condition the approval with an added turn (schnook) of the sidewalk to be created which would lead to the street.

SECONDED by Ms. Cole

DISCUSSION Ms. Nelson asked for clarification on the motion.

VOTE 5-0-0, Passed.

Mr. Mills will work with Mr. Swanson to comply.

b) Village Development Review Board Appointee

Mr. Kahn stated that two candidates had been interviewed at their August 8th meeting, for a vacancy on the Village Development Review Board.

MOTION by Ms. Cole to appoint Elizabeth Daniels to the Village Development Review Board.

SECONDED by Ms. Nelson

DISCUSSION None

VOTE 5-0-0, Passed.

c) Conflict of Interest Policy

This item **TABLED** until October 10, 2017 meeting.

d) Resolution #3-EV Charge Station Parking

Mr. Swanson stated that the Resolution includes the fee of \$1.50 per hour. The Board requested additional information.

This item **TABLED** until their October 10, 2017 meeting.

IX. NEW BUSINESS

a) East End Park Plan-Sustainable Woodstock

Mr. Jack Rossi, Landscape Designer, presented the proposed design of Woodstock Riverfront Park at the East End Park.

Mr. Rossi stated the Park is designed for passive recreation, with an in-ground slide.

Mr. Goodenough supported the design of the Park and asked about the timeline.

Mr. Swanson inquired about the boat ramp access and whether posts and cables should be placed for restricted use.

Ms. Miller stated that protecting the area is important but wants to have it look nice.

Ms. MacVey provided some additional information about the kiosk design and information.

The Board recognized the hard work done by the East End Park Committee members.

b) Halloween Candy

Mr. Swanson stated last year, the Select Board and the Trustees approved \$500.00 each for the purchase of Halloween candy for distribution on High Street.

MOTION by Mr. Goodenough to approve \$500.00 towards the purchase of Halloween candy.

SECONDED by Ms. Cole

DISCUSSION None

VOTE 5-0-0, Passed.

X. APPROVAL OF MINUTES- August 8, 2017 and August 16, 2017

MOTION by Mr. Agin to approve the August 8, 2017, minutes, as presented.

SECONDED by Ms. Cole

DISCUSSION None

VOTE 5-0-0, Passed.

MOTION by Ms. Nelson to approve the August 16, 2017, as presented

SECONDED by Mr. Agin

DISCUSSION None

VOTE 5-0-0, Passed.

XI. OTHER BUSINESS

None

XII. REVIEW EXPENSE WARRANTS

The Board reviewed the warrants.

XIII. ADJOURNMENT

MOTION by Ms. Nelson to adjourn the meeting pending the review of the warrants at 8:37PM.

SECONDED by Ms. Cole

DISCUSSION None

VOTE 5-0-0, Passed.

Respectfully submitted,

Lynn Ellen Beach

Jeffrey Kahn, Chair

Ward Goodenough

Cary Agin

Keri Cole

Serena Nelson